2017-2018 Smarter Quick Tips Creating Participation Reports

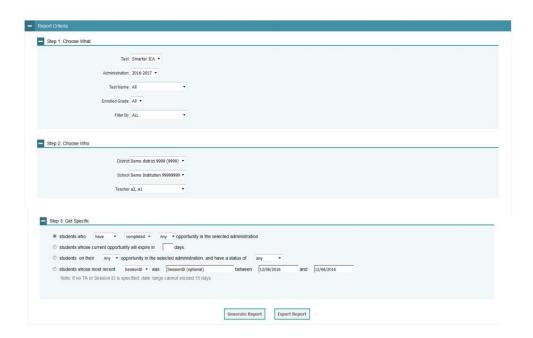
- Begin by going to the portal at http://mt.portal.airast.org/
 - 1. Click on the **Test Administrators** button
 - 2. Click the **TIDE** button:



- 3. Sign in with your username and password
- 4. And click on the **Monitoring Testing Progress** button under the **Administering Tests** module:



- > To get a **Participation Report** for your System or School:
 - 1. Click on the Plan and Manage Testing option in the middle of the pull down.



- 2. Use the **Step 3: Get Specific** filtering options and use the drop down lists to filter for "students who have not completed 1st opportunity of the selected administration.
- 3. Then decide how you would like to see the report.

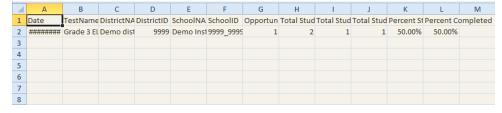




- i. Generate Report gives you an on-screen list of the students
- ii. **Export Report** opens the list in a spreadsheet completed tests can be filtered using the "test status" column
- ✓ "Monitoring Testing Progress" can be referenced starting on page 51 in the MT TIDE User Guide in Resources, under User Guides on the MT portal.
 - System Administrators and School Coordinators also have access to create a Test Completion Report for their System or School. This can be found in the Monitoring Testing Progress drop down under Test Completion Rates.
 - 1. Use the filtering options to select the appropriate test



2. And **Export Report** in a spreadsheet program



✓ "Reviewing Test Completion Rates" can be referenced starting on page 55 in the MT TIDE User Guide in Resources, under User Guides on the MT portal.





Reference Table - View Reports by Role:

(If user has multiple roles, they can switch roles on the TIDE login Screen)

	Plan and Manage Testing (PARTICIPATION REPORTS)	Test Completion Rates	Test Status Code Report	Manage Rosters
DA	Yes sort by school	Yes by school or all System	Yes	Yes
DC	Yes sort by school	Yes by school or all System	Yes	Yes
SC	Yes	Yes	Yes	Yes
TE	Yes only for Roster**	This report can only be run for schoolwide level or above.	Yes	Yes
TA	Yes only for Roster	This report can only be run for schoolwide level or above.	Not Available	Not Available



